



# SF50 History Database Handbook



CHRNA, Modified 3 July 2003

**Description:** The SF50 History Database is accessed through Army Regional Tools (ART) and allows users to view and print individual Notification of Personnel Actions (NPAs (SF50s)) for US employees they manage or service. NPAs for Local National (LN) employees are not available in this database and can only be viewed or printed directly through DCPDS. For guidance, please refer to the Modern Desk Guide. The SF50 database contains NPAs from the legacy PPI system and DCPDS. New NPAs are extracted nightly and loaded the following day in the SF50 database.

**Purpose:** To provide step-by-step instructions for all users on how to track and print NPAs for US employees in the SF50 History Database.

**You can access ART through CHRNA Home Page or Desktop Icon.** (See ART Login Desktop Icon Setup Steps for instructions.)

- <Open> [Internet Explorer](#). – (Start here if you login through the CHRNA Home Page!)
- <Access> the [CHRNA Home Page](#) at <http://www.chrna.hqusaureur.army.mil/>.
- <Click> on [DCPDS](#).
- <Click> on [Army Regional Toolset](#).
- <Click> on [Click here to access ART](#).
- <Click> on [OK](#) in the Security Message: - (Start here if you login via Desktop Icon!)
- <Enter> your [ART User Id](#).
- <Enter> your [Password](#).
- <Click> on [Click Here To Login](#).
- <Click> on [Proceed Into System](#).
- <Click> on [+Centralized Applications](#).
- <Click> on [SF50 History Database](#). The SF50 History Database opens in a separate window.
- <Enter> your [AKO account name](#), **must be entered in lower case**, e.g. ima.sample.
- <Enter> your [AKO account password](#).

- <Enter> the employee's [social security number without dashes](#), e.g. 123456789.
- <Click> on [Click Here To Track SF50s](#).

The SF50 Search Results Screen appears and lists all of the SF50s that are in the database for the employee you have selected. They are listed by effective date in descending order, with the latest SF50 first. To the right of each entry, there are two links labeled HTML and PDF.

- <Click> on the [HTML link](#) if you like to [view only](#).
  - <Click> on the [Back icon](#) in the upper toolbar to return to the SF50 search results screen.
- <Click> on the [PDF link](#) if you plan to [view and print](#) (you must have Acrobat Reader loaded to open the SF50 as PDF document).
  - <Click> on the [Printer icon](#) in the upper toolbar to print the NPA.
  - <Click> on the [Back icon](#) in the upper toolbar to return to the SF50 search results screen.

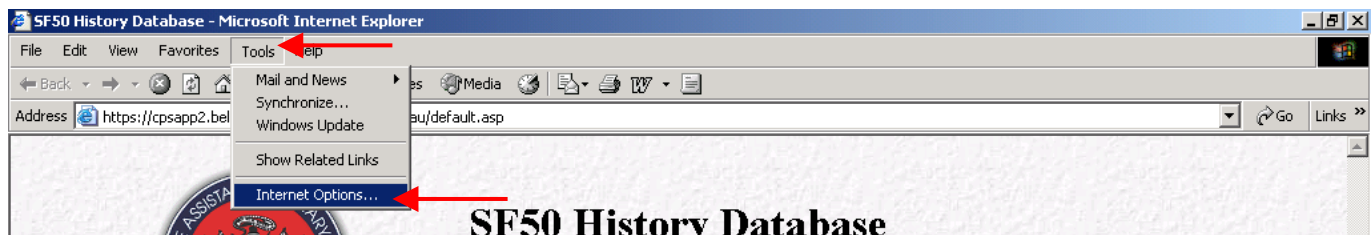
To view/print NPA for another employee:

- <Click> on [Return Back to SSAN Search Screen](#) at the end of the SF50 list OR on the Back icon in the upper toolbar to return to the *SSAN search* screen.

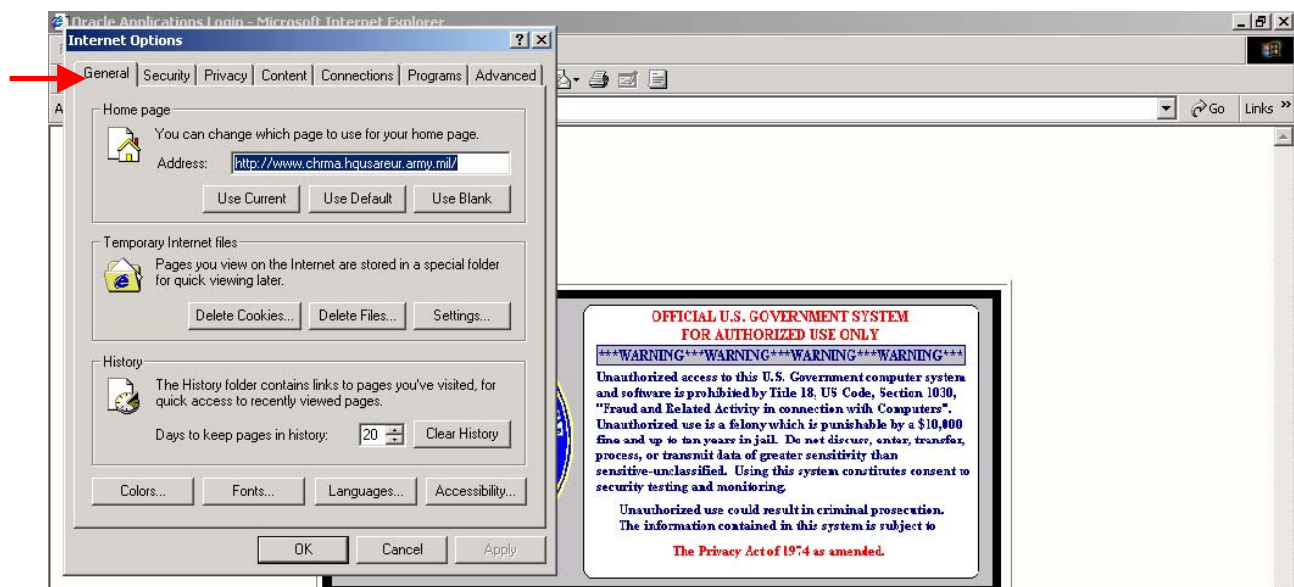
**NOTE:** If the back function does not return you to the SSAN search screen and prompts you with the warning that the page expired, then your internet options prevent the saving of encrypted pages. See Instructions below on how to change your internet options.

### Instructions To Change Your Internet Options In Order To Save Encrypted Pages:

- <Select> [Internet Options](#) from Tools in the Internet Toolbar.



The Internet Options window opens displaying the 'General' Tab.



- <Click> on the **Advanced** Tab.
- <Scroll> down to the **Security** section at the bottom of the window.
- <Deselect> the **Do not save encrypted pages to disk** box.
- <Click> on **Apply**.
- <Click> on **OK**.

